

**Central Montana Wildland Engine Academy**  
**Draft Planning meeting notes**  
**Tuesday – January 11, 2005**

1900- 2130 Hours  
Wedsworth Hall  
Cascade, Montana

Dan Buckley the Incident Commander for the IMT reviewed the information prepared for the planning meeting. The following planning meeting dates and the TFLD sandbox date was finalized.

**Planning Meetings:**

Tuesday – February 15, 2005 – 1900 hours at Wedsworth Hall

Tuesday – March 15, 2005 – 1900 hours at Wedsworth Hall

**Task Force Leader (TFLD) Sandbox Training**

Wednesday – April 6, 2005 - 1800 – 2000 hours at the DNRC office in Helena

(**Change to April 20, 2005 per planning meeting on 2/15/05**)

**Action Items – Command:**

- Draft Safety Messages ready for the March 15, 2005 planning meeting for IAP
- Add Arrive Alive message in registration package
- Need to get PIO involvement with the academy at next planning meeting
- Incident Business Advisor Guidelines for Bruce Swick
- GSUL, FACL and SOF3 will work on safety items for the academy
- Will be recognizing Rudy Jones for the academy and a tribute too her in the IAP. Grady will bring this to the Jefferson County Rural Fire Council on 1/18/05 and Katy James for input and direction.

**Action Items – Operations:**

- Ray Brown Jr. will continue to be the instructor coordinator for the instructors on the evolutions and get feedback on the evolutions performance requirements. Will work with Grady on getting additional information from the DNRC training performance standards as templates for the academy.
- The TFLD proposal was reviewed for training objectives and operations agreed to move forward on getting it finalized by the next planning meeting. We will have 6 TFLD trainees and 6 fully qualified TFLD as coaches. Grady, Brown and Mc Bratney will continue to work on the sandbox training for the TFLD.

- Operations will schedule a field review of the landowner's property with logistics, planning and command to review the use of the canal for water supply, kitchen set up, etc.
- All engines, tenders, etc will be washed at the Cascade Fire Station in Cascade before going to the staging area at the academy.
- Staging Area Manager will need to set up the staging area for the location of the resources checking in and work with logistics on the incident sign package, etc. Will also need to get O, E, and T numbers from planning along with shoe polish for tracking of the resources during the academy
- Incident within the Incident will be developed along with initial attack coverage for the academy resources and qualified Incident Commanders. Operations will work out the operating procedures regarding dispatching of resources with Cascade County, Lewis and Clark National Forest Dispatch Center and the Helena Interagency Dispatch Center. It is important that a copy of the IAP and all operating procedures are available to the dispatch centers for the academy. The Cascade County Communication and Command Van will be available for the academy. All agencies etc will be operating under the Montana Mutual Aid Act.

#### **Action Items – Planning:**

- A draft IMT mailing list, etc will be updated and ready for the 2/15/05 planning meeting
- Plans section chief will get a draft copy of the course announcement, etc ready for by the next planning meeting for the IMT to review and get input. All course announcements, etc will be ready to be sent out by March 1, 2005.
- All unit logs will be filled out at future planning meetings.
- DNRC will assist plans for future mapping needs, etc.
- The following items will be incorporated into the registration package:
  1. Good explanation letter of the expectations and responsibilities for those attending the academy. Need to make sure that on Friday the IMT explains the feeding arrangements and the dinner at the Line Officer training in which the landowner will be sponsoring.
  2. No use of illegal drugs and alcohol at the academy – Zero Tolerance
  3. OF-296 Equipment Inspection Form and explanation
  4. GVWR not a requirement for the academy and explanation
  5. Medical information at the request of the MEDL which will have draft for review to plans at the 2/15/05 planning meeting.
  6. Updated NRCG Equipment Compliment lists for 2005
  7. Fire extinguisher will be secured in all vehicles, serviced and annual service tag attached.
  8. Availability of water to fill tanks at the academy and fueling requirements
  9. Weed washing at Cascade Fire Station

10. Wheel chocks with vehicles
11. PPE requirements, flash lights, communication plan and programming limits of the COML at the Academy for mobile radios
12. Insure a complete mechanical inspection is completed before arrival at the academy, to insure vehicles are serviced and ready to travel to the academy. All equipment as been checked, tools sharpened, pumps are operational, etc.

### **Action Items – Logistics**

- The state kitchen will be set up on Thursday – May 12, 2005 so more time is allowed to get it ready for the academy. FACL, FUDL, and Logistics Section Chief will coordinate with the landowner on the location of the potable water, gray water, portable toilets and hand washing stations. Lee Clark will check with the contracting officer if the vehicle equipment inspection done by DNRC will meet the contracting requirements on the Lewis & Clark National Forest.
- An additional four (4) portable toilets will be needed for the academy. Walt Pearson will be donating the (4) additional portable toilets for no additional charge and cleaning. The IMT once again thanked Walt for his donation too the academy and Rick Ostberg.
- Bill Summers informed Grady he would donate his generator. The IMT thanked Bill for his donation of his generator for the academy. Need to make sure we are not over taxing the landowner's power at the academy.
- Would like to see lighting set up between staging and the facilities for hand washing stations, etc for safety. This needs to be worked out with the landowner and logistics.
- FUDL working on the food budget, etc

### **DRAFT ACCOUNTABILITY OF PERSONNEL ATTENDING ACADEMY FOR PLANNING PURPOSES ONLY**

<b>FUNCTION</b>	<b>NUMBERS</b>	<b>FEEDING</b>	<b>DATES</b>
IMT	60	ACADEMY	5/13-15/05
LINE OFFICER	25	JOE TRIPP	5/13/05
TFLD - TRAINEES	6	ACADEMY	5/13-15/05
TFLD - COACHES	6	ACADEMY	5/13-15/05
STUDENTS	84	ACADEMY	5/13-15/05
TOTAL	121		

- The Incident Sign Package is now located at the Lewis and Clark National Forest and Lee Clark will be the contact. Also ICS command vests will be made available by the Cascade County DES, and other departments for the academy.

- FACL will need to secure the four cabins with the landowner for the IMT that was used in 2004.
- DNRC will be donating a large A-Frame status resource board for the academy
- Need confirmation by 2/15/05 from the Lewis and Clark County Rural Fire Council on the use of their radio cache for the academy (**Dan Buckley**)

#### **Action Items – Finance/Administration:**

- Katy James is coordinating the academy checking account for the academy. At the next Jefferson County Rural Fire Council meeting on 1/18/05 Grady will get with Katy about the academy budget and checking account.
- All in kind services need to have a monetary value for the academy budget. This will need to be reported back at the 2/15/05 academy planning meeting.
- The vote for the T-Shirts and Hats was a dark Blue with the academy logo.
- Need clarification regarding the registration fee for the TFLD trainees and coaches at the next planning meeting on 2/15/05.
- A separate form will be keep for the IMT registration form for the \$10.00 fee
- Efforts will be made to get the certificates done ahead of time for the academy. Dave Wortman will be available to help with computer tech assistance and extra computers, printers etc will be made available.
- The \$25.00 dollar in kind donation from Wal-Mart was accepted by the IMT and we need to send a Thank-You letter to the local Wal-Mart manager for their support of the academy.
- It is important that we recognized everyone who provides donations, landowner support, etc at the academy along with letters and certificate of appreciations on Sunday May 15, 2005.

Any corrections or amendments to the draft meeting notes will be discussed at the next planning meeting on February 15, 2005.

Respectfully submitted  
 /s/ Richard E. Grady  
 Richard E. Grady  
 Helena Unit Fire Supervisor  
 DNRC

1/12/05